

INSTRUCTIONAL MATERIALS TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3980	Instructional Materials Technician I	14	210	6 mo.	03/17/77
3981	Instructional Materials Technician II	14	210	6 mo.	03/17/77

Promotional Line: 25

Series Narrative

Instructional Materials Technicians construct and/or supervise the construction of exhibits, displays, and/or sets used in classroom instruction, museum displays, or theatrical productions. The work involves a variety of media (such as wood, paint, ceramics, plastics, metals, glass...) and requires the use of hand and power tools. Instructional Materials Technicians may suggest to the project originator or designer possible modifications in the design of the exhibits, displays, or sets and advise the originator/designer of the technical limitations of media. They may also supervise or instruct students in construction methods and techniques.

In order to construct exhibits, displays, or sets, Instructional Materials Technicians:

- consult with originator/designer to determine requirements of project; to suggest changes in design of project; and to advise on technical limitations
- construct model of project
- construct exhibit, display, or set
- may supervise students assisting in construction of project
- secure review of completed project by originator/designer to see that it meets requirements; modifies or reconstructs project as required

This series does not include positions working primarily in the production of audio-visual materials (such as films, disc recordings and tape recordings); the production of graphics; the construction of custom equipment and materials in machine shops for scientific/engineering research; the construction and/or maintenance of electronics equipment) the development of curricula, written course materials, or evaluation tools; and instructional programming.

DESCRIPTION OF LEVELS OF WORK**Level I: Instructional Materials Technician I****3980**

Under direct supervision, employees at this level manufacture sets, displays, and/or exhibits.

An Instructional Materials Technician I typically--

1. constructs three dimensional sets, displays, and/or exhibits using a wide variety of construction material; uses hand tools
2. identifies the need for and recommends the purchase of materials required in the production of sets, displays, exhibits, and/or laboratory equipment
3. letters posters, signs, charts, and graphs using mechanical pens and pencils (such as Leroy lettering instruments and verigraph lettering devices)
4. issues chemicals and laboratory equipment to students in accordance with instructions contained in laboratory procedures
5. performs other related duties as assigned

Level II: Instructional Materials Technician II**3981**

Under general supervision, employees at this level select materials and fabricate exhibits, displays and/or sets; assist students through demonstration and observation to assure correct methods and techniques used; and supervise work of subordinates. The work differs from that of Level I also in the methods and techniques used, the variety of skills required, and the degree of judgment exercised.

An Instructional Materials Technician II typically--

1. assigns work, establishes work priorities, and assesses work flow
2. directs students and other personnel in shop and laboratory procedures
3. determines project objectives by coordinating existing workload with the time necessary to complete given projects and makes a recommendation to supervisor and/or higher level department officials
4. assists in personnel-related duties such as interviewing, selecting, and recommending for employment; evaluating employees and making recommendations for promotion, increase in pay, or dismissal
5. trains and provides guidance to subordinates in established or new techniques and procedures
6. operates independently electrical power tools in shop area (such as lathers, shapers, joiners, and table saws) and other specialized tools or equipment
7. performs duties listed under the one level as required by complexity and workload
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) one year of experience in construction of exhibits, displays, and/or sets

or
- (b) graduation from a vocational high school with specialized training in building trades, woodworking, or a related area

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of different types of woods and metals
2. knowledge of fundamentals in basic drafting
3. basic knowledge of reading blue prints
4. knowledge of proper storage of materials (such as refrigeration, heated, stacking)
5. ability to make mathematical measurements and calculations for building exhibits, displays, and/or sets
6. skill in the use of power tools
7. skill in, and knowledge of, painting methods and techniques
8. skill in carpentry methods and techniques

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Instructional Materials Technician I** **3980**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Instructional Materials Technician II **3981**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience comparable to that gained at the next lower level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to develop work schedules, establish work priorities, assess work flow, recommend modifications of procedures, and review and evaluate work assignment
2. skill in construction of exhibits, displays, and/or sets
3. ability to deal effectively with others

Instructional Materials Technician I

(REVISED; CHANGE IN TITLE from Instructional
Materials Technician)

Instructional Materials Technician II

(NEW)